

# Ψ California Board of Psychology

## **CALIFORNIA JURISPRUDENCE AND PROFESSIONAL ETHICS EXAMINATION HANDBOOK**



**Effective November 15, 2001**

**REVISED 4/02**

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## CONTENTS

<b>General Guidelines and Information .....</b>	<b>1</b>	Special Test Considerations .....	2
Examination Development .....	1	Americans with Disabilities Act (ADA) .....	2
Establishing the Passing Standards .....	1	Accommodation Procedure .....	3
<b>The Examination Process .....</b>	<b>1</b>	English as a Second Language (ESL).....	3
Examination Administration through Experior .....	1	Examination Questions .....	3
Scheduling the Examination .....	1	Understanding the Examination Results .....	3
Appointments and Cancellations .....	1	Examination Administration Complaints.....	3
Examination Eligibility Expiration .....	1	Re-examination .....	3
Emergency Closure .....	1	Abandonment of Application.....	4
Study Materials .....	2	<b>After Passing the Examination.....</b>	<b>4</b>
Taking the Examination.....	2	Licensing Information .....	4
Examination Security .....	2	Licensing Fee .....	4
Board of Psychology Security.....	2	Fields of Competence.....	4
Experior Security Procedures .....	2	Continuing Education Requirements .....	4
		<b>California Testing Centers .....</b>	<b>5</b>

## FOR MORE INFORMATION

All questions about written examinations  
should be directed to:

**Experior**  
**1360 Energy Park Drive**  
**St. Paul, MN 55108-5252**  
**TDD User: 800.790.3926**  
**Voice: 800.741.3226**

Questions about licensing should be directed to:

**Board of Psychology**  
**1422 Howe Avenue, Suite 22**  
**Sacramento, CA 95825**  
**916.263.2699**  
**Web site: [www.psychboard.ca.gov](http://www.psychboard.ca.gov)**

## GENERAL GUIDELINES AND INFORMATION

This handbook is designed to provide all applicants who qualify to take the California Jurisprudence and Professional Ethics Examination (CJPEE) with general information regarding the CJPEE process.

### Examination Development

The CJPEE is developed and maintained by the Board's test vendor, Office of Examination Resources, a division of the California Department of Consumer Affairs. The OER staff consists of test validation and development specialists who are trained to develop and analyze occupational licensing examinations. Individual examination items are developed in Item Development Conferences in a multiple-choice question format. Each item is carefully researched and validated with published references to ensure accuracy and consistency with entry-level psychology practice.

## THE EXAMINATION PROCESS

### Examination Administration through Experior

The Board of Psychology has contracted with Experior Assessments, LLC (Experior™) of St. Paul, Minn., to conduct its CJPEE program. CJPEE examinees may test at any of Experior's seven California testing centers, which are located in San Diego, Fresno, Fremont, Rancho Cordova, Van Nuys, Cerritos and Colton. Other testing site locations may be added, based on anticipated statewide examinee volume.

All questions and requests for information about examination administration should be directed to:

Experior  
1360 Energy Park Drive  
St. Paul, MN 55108  
TDD User: 800.790.3926  
Voice: 800.741.3226

### Scheduling the Examination

#### APPOINTMENTS AND CANCELLATIONS

Upon receipt of your notice of eligibility (printed on the back cover of this handbook), you must arrange the time and place for taking your examination (original or retake) by calling Experior at 800.741.3226 between 5 a.m. and 6 p.m. (Pacific time). You may take your examination at any California Experior testing center. Please see the maps on Pages 5 and 6. Appointments are available six days per week at most centers. Schedule your test early to get your preferred site and time,

### Establishing the Passing Standards

A licensing examination determines whether an examinee is competent to practice, not whether the examinee performs better or worse than others who take the test.

In accordance with Business and Professions Code Section 101.6, the purpose of Boards, Bureaus and Commissions is to "...establish minimum qualifications and levels of competency and license persons desiring to engage in the occupations they regulate upon determining that such persons possess the requisite skills and qualifications necessary to provide safe and effective services to the public, or register or otherwise certify persons in order to identify practitioners and ensure performance according to set and accepted professional standards."

preferably within 90 days from the date of your notice of eligibility.

If you miss or are late for your appointment, you will forfeit your examination fee. If you need to change it between the time of scheduling and the test date, you must contact Experior three full working days before your appointment to allow time to refill your appointment slot. You may reschedule your examination by calling Experior at 800.741.3226.

#### EXAMINATION ELIGIBILITY EXPIRATION

**FIRST TIME EXAMINEES:** Examination eligibility expires, and an application is deemed abandoned, if the applicant fails to sit for the CJPEE within one year after being notified of eligibility.

**RE-EXAMINATION APPLICANTS:** Examination eligibility expires, and an application is deemed abandoned, if an applicant fails any written examination and does not retake the examination within one year from the date of that failure.

#### EMERGENCY CLOSURE

In the event of an emergency, Experior may need to cancel scheduled examinations. In this situation, Experior personnel will attempt to contact you via telephone; however, you may confirm your testing schedule by calling Experior registration at **800.741.3226**. If a site is closed, examinations will be rescheduled at your earliest convenience, at no additional cost. To reschedule your examination, call the toll-free number.

## Study Materials

The *Summary of California Laws Relating to the Practice of Psychology* that accompanies this handbook, the *APA Code of Conduct and Ethical Principles* and the *Board of Psychology Laws and Regulations Relating to the Practice of Psychology* are recommended study guides for the CJPEE.

## Taking the Examination

Your examination will be administered by computer at an Experior testing center. You do not need any computer experience or typing skills to take your examination. You will have a personalized introduction to the testing system and an introductory lesson on the computer before you start your test. You should arrive at least 15 minutes before your scheduled appointment to allow time for you to sign in, verify your identification and have your photo taken.

You must provide a valid form of identification before you may test, and it must meet the following criteria:

- the document must be government-issued (driver's license, state-issued identification card or military identification);
- it must have a current photo and your signature; and
- the name on the identification must be the same as the name used to register for the examination (including designations such as "Jr." or "III," etc.).

FAILURE TO PROVIDE APPROPRIATE IDENTIFICATION AT THE TIME OF THE EXAMINATION IS CONSIDERED A MISSED APPOINTMENT.

If you cannot provide the identification as listed above, contact Experior before scheduling your appointment to arrange for an alternative form of meeting this requirement.

## Examination Security

### BOARD OF PSYCHOLOGY SECURITY

The Board of Psychology and the OER are committed to maintaining the security and the confidentiality of all examination materials during every phase of development, implementation and storage. If an examinee is found in violation of any security procedure, the following actions may be taken: the examinee's results may be delayed; the examinee's examination materials may be voided; and/or the examinee's application for future examinations may be denied. The Board of Psychology strictly enforces examination security and will prosecute any individual who has been determined to be in violation of statutes pertaining to security.

Examinees are not permitted to discuss the content of the examination nor remove examination materials from the testing sites at any time. All examinations and related materials are copyrighted by the Board of Psychology and Experior. All examination materials are confidential.

An examinee taking the CJPEE is required to follow the provisions of Business and Professions Code Sections 123 and 584 and is NOT allowed to do any of the following:

- Have an impersonator take the examination on one's behalf;
- Impersonate another to take the examination on that person's behalf;
- Communicate examination content with another examinee or with any person other than the examination staff;
- Reproduce or make notes of examination materials and/or content and reveal them to others who are preparing to take the CJPEE, or to those who are preparing other examinees to take such an examination; and
- Obstruct the administration of the examination in any way.

### EXPERIOR SECURITY PROCEDURES

The following security procedures will also apply during the examination:

- no cameras, notes, tape recorders, pagers or cellular phones are allowed in the testing room;
- no guests, visitors or family members are allowed in the testing or reception areas;
- no programmable calculators are permitted; and
- no valuables or weapons should be brought to the testing center. Only keys and wallets may be taken into the testing area, and Experior is not responsible for items left in the reception area.

FAILURE TO FOLLOW ANY OF THESE SECURITY PROCEDURES MAY RESULT IN THE DISQUALIFICATION OF YOUR EXAMINATION. EXPERIOR RESERVES THE RIGHT TO VIDEOTAPE ANY EXAMINATION SESSION.

## Special Test Considerations

### AMERICANS WITH DISABILITIES ACT (ADA)

Examinees with a physical or mental impairment that substantially limits a major life activity may be eligible for accommodation in the testing process to assure that the tests accurately reflect skills, knowledge or abilities. "Major life activities" include walking, seeing, hearing, speaking, breathing, learning, working, caring for one's self and performing manual tasks. Experior is fully compliant with ADA guidelines and will provide reasonable accommodations.

Scheduling services are also available via our Telecommunications Device for the Deaf (TDD) by calling 800.790.3926.

### **ACCOMMODATION PROCEDURE**

Examinees requiring special testing arrangements due to a physical or mental impairment must submit a request to the Board of Psychology for such arrangements. This request must be on a special form provided by the Board of Psychology and include supporting documentation from a physician or other qualified professional as specified on the Board of Psychology request form. Experiior will provide auxiliary aids and services as approved by the Board of Psychology except where it may fundamentally alter the examination or results.

### **ENGLISH AS A SECOND LANGUAGE (ESL)**

If you immigrated to the United States less than 10 years prior to the date of submission of your application for licensure and English is not your primary language, you may qualify for additional time for your test. To qualify for additional time, you should provide the Board of Psychology with:

- a personal letter stating that English is not your primary language and that you immigrated to the United States less than 10 years prior to the date of submission of your application for licensure; AND
- proof of your first immigration date. Such proof will consist of copies of your immigration papers.

If documentation is approved by the Board of Psychology, Experiior may extend the time limit on your examination by two hours. You will be notified by mail of this approval, and should not schedule your examination until you have received your approval letter.

### **Examination Questions**

The CJPEE contains 100 multiple-choice items. Unless you are approved for additional time for a reasonable accommodation as described above, you will have a total of two hours to complete the examination.

Each multiple-choice question requires the examinee to select the correct answer from among the four options provided.

### **Understanding the Examination Results**

At the end of your exam, you will receive a printed score report. Scores are provided whether you pass or fail. Your test results are confidential and are released only to you and your state licensing agency. To protect your privacy and to maintain the confidentiality of exam results, score information is not given over the telephone.

A score report indicates the examinee's overall raw score, and the number of correct answers necessary to pass the examination.

You may call or write to Experiior to request a duplicate of your score report for a period of one year after you complete the examination.

The Board of Psychology welcomes constructive feedback from examinees regarding their examination experience. Feedback must be submitted in writing within 30 days after the examination to: Board of Psychology, 1422 Howe Avenue, Suite 22, Sacramento, CA, 95825. All correspondence should include the examinee's name, address, daytime telephone number, name of examination and date taken, examination site and Board of Psychology file number.

### **Examination Administration Complaints**

Experiior's goal is to provide a comfortable and professional testing experience for every examinee. If you experience any disruption or problem during your examination, it is your responsibility to notify a proctor immediately so that the situation may be resolved, if possible. If a disruption or problem occurred which you believe impacted the outcome of your examination, you must document your concerns on the exit survey at the end of your examination and submit your concerns in writing to the Board of Psychology. Include your name, Social Security number, Board of Psychology file number, date and location of examination. Describe your concerns and the relevant facts surrounding them. The Board will respond to written concerns within 30 days of receiving them. During this 30 days, your concern will be thoroughly investigated.

### **Re-examination**

Examinees who fail are eligible to re-take this examination 90 days after failing, but not before a new form of the examination is available. To be rescheduled, examinees must submit the \$129.00 examination fee to the Board of Psychology. A new examinee handbook, *Summary of Laws Relating to the Practice of Psychology* and a notice of eligibility will be sent when these criteria for re-examination have been met. Examinees are permitted to take the examination four times in a 12-month period. EXAMINEES MUST PARTICIPATE IN THE EXAMINATION WITHIN ONE YEAR OF FAILING A PREVIOUS EXAMINATION.

## Abandonment of Application

Title 16, California Code of Regulations Section 1381.4 states “Any applicant approved to take or retake a board licensing examination who fails to appear for such examination in any twelve month period shall have his or her

application withdrawn. An applicant who subsequently decides to take the examination shall be required to file a new application and pay the current application and examination fees.”

## AFTER PASSING THE EXAMINATION

### Licensing Information

If you pass the CJPEE, you will receive a Request for Initial Licensure Form with your passing letter.

California law requires the completion of coursework in human sexuality as well as child abuse assessment and reporting as prerequisites for licensure. You may also be required to complete coursework in alcoholism/chemical dependency detection and treatment and/or spousal or partner abuse detection and treatment, depending on when you began graduate training. If you have not yet completed these requirements, documentation of compliance must be included with your check and request for initial licensure to the Board.

### Licensing Fee

You are not a licensed psychologist until you pay your initial license fee **and your license number has been issued by the Board**. To obtain your license, complete the Request for Initial License form and return it with a check for the initial license fee made payable to:

**Board of Psychology  
1422 Howe Ave., Suite 22  
Sacramento, CA 95825**

Your license number will be available approximately four weeks after your form is received. Please indicate if there has been any change in your address. It is vital that you keep the Board of Psychology informed of your current address. The California Code of Regulations Section 1380.5 requires that you notify the Board immediately of any change of address. In considering the address you list on the form, be aware that it will be your address of record and that it will be available to the public by phone, in writing and through the Board of Psychology's Web site. For obvious reasons, the Board strongly recommends that you do not use your residence address as your address of record.

The license that you receive will specify an expiration date 12 to 24 months after initial licensure. There is no proration of the initial license fee. You are required to pay the full amount of the initial license fee even if your license will be up for renewal in fewer than 24 months. Your license will expire on the last day of the month in which you were born. This is similar to the system used by the Department of Motor Vehicles for driver's licenses. Following your initial renewal, your license will expire every two years on the last day of your birth month. As a courtesy, the Board will send a renewal notice to your address of record prior to the expiration date of your license. However, it is your responsibility to renew your license whether or not you receive the renewal notice.

### Fields of Competence

In psychology, there are many fields of competence. As a newly licensed psychologist, we would like you to be aware of Section 2960(p) of the Business and Professions Code which authorizes disciplinary action against a psychologist who functions outside of his or her particular field or fields of competence as established by his or her education, training and experience.

### Continuing Education Requirements

Section 2915 of the Business and Professions Code requires each licensed psychologist to complete 36 hours of approved continuing education (CE) in every two-year renewal cycle. The number of hours of CE required for your first renewal will be prorated for the actual number of months or partial months your license was in effect based upon 1.5 hours per month. The Board cannot renew a license unless the CE requirements have been met. You can find more detailed information about CE at the Board's website ([www.psychboard.ca.gov](http://www.psychboard.ca.gov)). You can also call the MCEP Accrediting Agency at 916.325.4720 or visit their Web site at [www.calpsychlink.org](http://www.calpsychlink.org).

## CALIFORNIA TESTING CENTERS

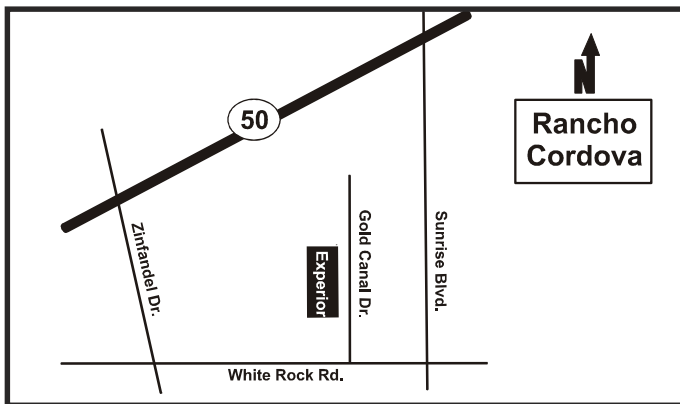
If you are unfamiliar with the area, please contact the testing center during testing hours for directions. Please direct registration, scheduling and any other questions to Experior at 800. 741.3226.

**MAPS ARE NOT DRAWN TO SCALE.**

### **Rancho Cordova Center**

3110 Gold Canal Drive, Suite B  
Rancho Cordova, CA 95670  
Phone: 916.851.8340

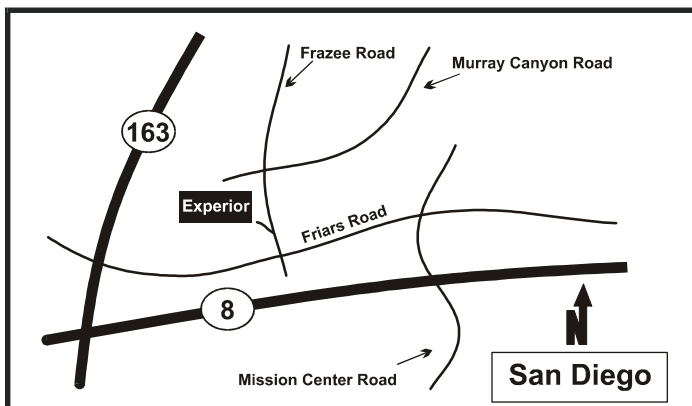
From Hwy 50, take either the Sunrise Blvd. or Zinfandel Dr. exit and head south. Turn on White Rock Rd. and turn again onto Gold Canal Dr. The Experior testing center is on your left. Turn into the first driveway on your left to park in front of the building. Additional parking is available around the building.



### **San Diego Center**

1450 Frazee Road, Suite 410  
San Diego, CA 92108  
Phone: 619.574.1840

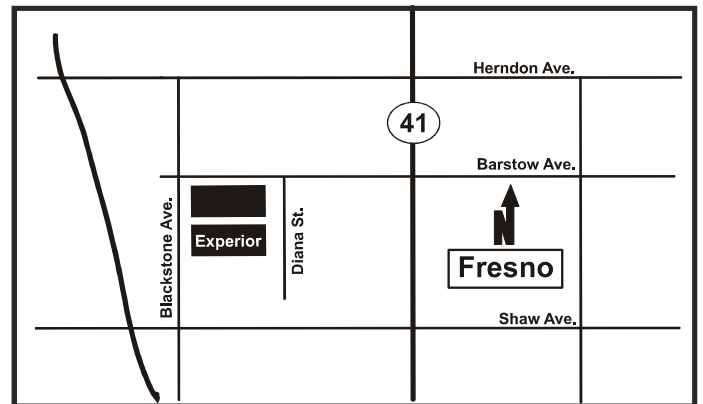
From Highway 163, take the Friars Road exit east to Frazee Road. Turn left (north) on Frazee Road. The Experior testing center is in the building on your left. Parking is available all around the building.



### **Fresno Center**

125 E. Barstow Avenue, Suite 136  
Fresno, CA 93710  
Phone: 559.226.3334

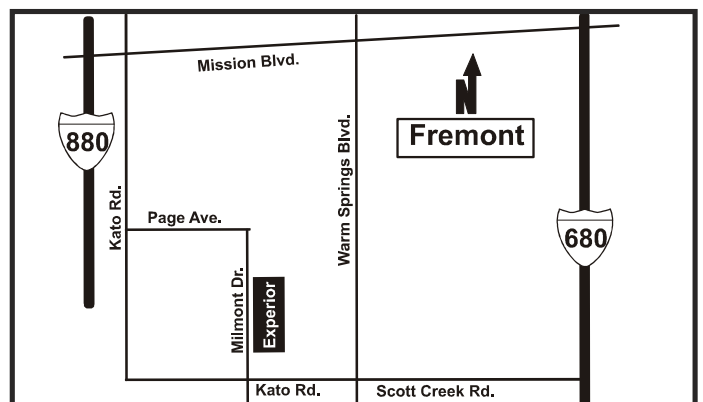
From Hwy 41, exit west on Shaw; turn right (north) on Blackstone. From northbound I-99, exit east on Shaw; turn left (north) on Blackstone. Turn right (east) on Barstow. At 125 E. Barstow, turn right on Diana, and then right into the parking area. The Experior testing center is located in the second building from Barstow. Parking is available around the building.



### **Fremont Center**

48860 Milmont Drive, Suite 103C  
Fremont, CA 94538  
Phone: 510.687.0821

From I-880, take the Mission Blvd exit and head east; turn right (south) on Warm Springs Blvd, right again on Kato Rd and right again on Milmont Dr. From I-680, take the Scott Creek Rd exit and head west; Scott Creek Rd becomes Kato Rd; turn right on Milmont Dr. The Experior testing center is on your right. Parking is available around the building.



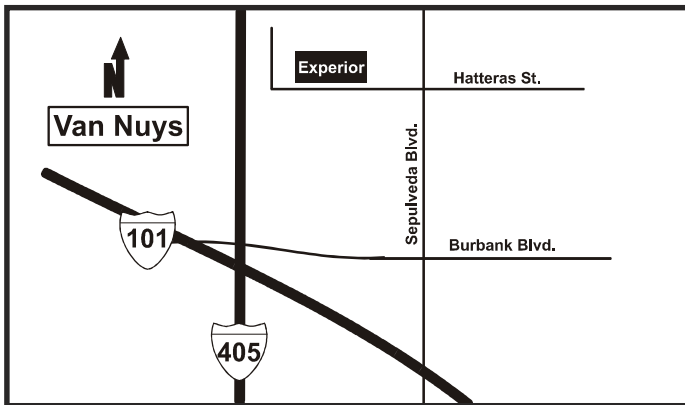
## CALIFORNIA TESTING CENTERS (cont.)

**Note: Maps are not drawn to scale.**

### Van Nuys Center

Genesis Building  
5805 Sepulveda Blvd., Suite 601  
Van Nuys, CA 91411  
Phone: 818.781.9981

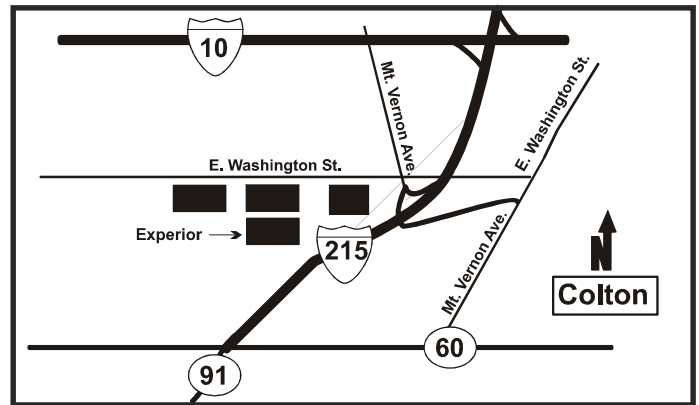
From I-405, take the Burbank Blvd exit and head east; turn left (north) on Sepulveda Blvd. The Experior testing center is located at the intersection of Sepulveda and Hatteras. Paid parking is available in the lot; free parking may be available on the street.



### Colton Center

Rancho Las Palomas  
1060 E. Washington Street, Suite 110  
Colton, CA 92324  
Phone: 909.783.2255

From I-215, take the Mt. Vernon Ave. exit; head west on E. Washington. The Experior testing center will be on your left, in the 2-story Rancho Las Palomas building behind Del Taco. Parking is available around the building.



### Cerritos Center

18000 Studebaker Road, Suite 680  
Cerritos, CA 90703  
Phone: 562.860.1748

From I-605 South, take the Alondra Blvd exit, turn left (east) on Alondra Blvd and right (south) on Studebaker. From I-605 North, take the South Street exit; turn left (west) on South St. and right on Studebaker. Parking is available around the building.

